

S-E-C-R-E-T

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 14-63

6 March 1963

To: All Agency Training Officers

Changes in

OPERATIONS SUPPORT COURSE

ADMINISTRATIVE PROCEDURES COURSE

BUDGET AND FINANCE COURSE

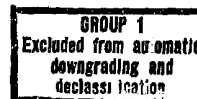
Effective March 1963.

OPERATIONS
SUPPORT
COURSE

This course is now given in one phase lasting four weeks, instead of the former two-phase, five-week course. Prerequisites are TOP SECRET clearance and responsibility for support of Clandestine Services activities. The course emphasizes the role of personnel supporting Clandestine Services activities and their responsibility for originating materials of a support nature at Headquarters or in the field. The course content remains relatively the same with the exception of Type II Property Accounting and Class B Accounting, which have been discontinued in this course and are now given extensive coverage in the Budget and Finance Course. See attached sheet for schedule.

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subjected to individual document review.

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ADMINISTRATIVE
PROCEDURES
COURSE

This course has also been shortened and is now given in one phase of two weeks. It is intended primarily for clerical personnel entering on duty for service at Headquarters. Prerequisite is TOP SECRET clearance. The course includes the mission and functions of the Agency, Headquarters administrative regulations, dispatch and cable format, Clandestine Services records procedures, name checks, projects, tradecraft terminology, and preparation of foreign travel vouchers. Type II Property Accounting and Class B Accounting have been discontinued in this course and are given extensive coverage in the Budget and Finance Course. See attached sheet for schedule.

BUDGET
AND
FINANCE
COURSE

The Budget and Finance Course remains a two-week course, including the material on TYPE II Property Accounting and Class B Accounting. TOP SECRET clearance is required; completion of the Operations Support and Administrative Procedures courses is no longer required. See attached sheet for schedule.

S-E-C-R-E-T

REVISED SCHEDULE 1963

OPERATIONS SUPPORT

1 April - 26 April
10 June - 5 July
19 August - 13 September
28 October - 22 November

ADMINISTRATIVE PROCEDURES

29 April - 10 May
8 July - 19 July
16 September- 27 September
14 October - 25 October *
25 November- 6 December

BUDGET AND FINANCE PROCEDURES

11 March - 22 March **
29 April - 10 May
8 July - 19 July
16 September- 27 September
25 November- 6 December

* If required

** In lieu of requested tutorial

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